

Appendix B

Service Provider's Method Statement Response / Proposal
in Respect of:
Lambeth Country Show 2020
Lot4: Production Management Services

CONTENTS:

	Method Statement	Weighting
MS1	Service Delivery	40%
MS2	Project Management	25%
MS3	Service Development	15%
MS4	Sustainability	10%
MS5	Responsible Procurement (Social Value)	5%
MS6	Innovation	5%
		100%

Within your response, you are also required to answer the following questions:

Mandatory Questions	Note
Please indicate that you will pay your staff at least the London Living Wage	If answered 'no', your proposal will not be considered for evaluation.
Do you accept the draft Terms and Conditions (Appendix C)	If answered 'no', your proposal will not be considered for evaluation.
Do you participate in any apprenticeship schemes?	
If the answer to the above question is 'no', will you consider using apprentices, for Lambeth work, if you are awarded the contract?	If answered 'no', your proposal will not be considered for evaluation.
Do you agree that the prices you have quoted will remain fixed for the duration of the contract? A reduction in prices, during the contract term, will be accepted but under no circumstances may prices rise.	If answered 'no', your proposal will not be considered for evaluation.

Method Statements

Please ensure that submissions are returned in **Arial Font not less than 12pt**.
Please note that illustrations, site plans or images are not included in the page count.

MS 1 – Service Delivery: Service, Staffing, Commodities, Equipment, Documentation, Meetings.	Question Weighting
The service specification outlines the services required for the Lambeth Country Show. Please provide a detailed proposal describing your service delivery model (with relevant examples) demonstrating how it will meet and deliver the contract in a timely manner on an annual basis.	40%
Your response must not exceed 3 pages .	
MS 2a. – Managing the Contract: Project Management	Question Weighting
Please explain the project management methodology that you will adopt to deliver the contract. Your response should include the name of your project manager and the amount of the Project manager's time that will be made available to this project. An outline project implementation plan, including details of all other proposed personnel involved, should be included in your response.	12.5%
Your response must not exceed 2 pages .	
MS 2b. – Managing the Contract: Contract Management, Performance management, Reporting, KPIs.	Question Weighting
Please provide a detailed contract plan of how you will manage your performance of this contract, including the steps you will take to ensure and promote partnership working.	12.5%
Your response must not exceed 2 pages .	
MS 3. - Service Development: Continuous improvement.	Question Weighting
Please demonstrate how you will ensure Continuous Improvement through the life of the contract. Your response should cover how you will engage with the Council to provide ongoing operational efficiencies, product development and how you will ensure your system keeps apace with other technologies to ensure the Council benefits from upgrades and new developments.	15%
Your response must not exceed 2 pages .	
MS 4. – Sustainability	Question Weighting
The Council has made a bold commitment to lead by example and reduce our carbon footprint to zero by 2030. Please detail your organisation's operations and how they have been streamlined to reduce emissions, single use plastics, packaging and other consumables.	10%
Your response must not exceed 1 page .	

MS 5. – Responsible Procurement (Social Value)	Question Weighting
Please detail how you would deliver Social Value over the Contract Period. Our strategic priorities and target areas for procurement are below. There may be other areas in our borough plan 'Future Lambeth' to which you could contribute and add value, please detail those here.	5%
Your response must not exceed 1 page .	

MS 6. – Innovation: Additional innovative practices.	Question Weighting
Please detail any additional innovative practices that you are able to include as part of your service and add value to service delivery, the event and overall contract.	5%
Your response must not exceed 1 page .	

Strategic priorities	Target areas for procurement
Creating inclusive growth	Increasing the proportion of Lambeth residents paid the London Living Wage or above
Reducing inequality	Supporting Lambeth residents furthest from the job market into employment
Building strong and sustainable neighbourhoods	Reducing carbon emissions through minimising transport and using zero or low emission vehicles.

*Please note that if any illustrative documents included are from previous projects they may be submitted with references to that particular project removed and will be treated confidentially by those assessing your response.